



**Responsibilities Include:**

- Supporting administrative staff: answering phones, database entry, and sorting mail.
- Various projects as assigned.

**Washington, DC office:**

- Supporting legislative staff: tracking constituent correspondence, drafting letters, and conducting light research.
- Attending briefings and hearings for legislative staff.
- Conduct tours of the Capitol for constituents.

**Preferred Qualifications:**

- Excellent written and oral communications skills.
  - College juniors or seniors preferred (but not required.)
  - Positive attitude and an ability to effectively handle a number of tasks at once.
- Strong connections to Minnesota.

**Hours and compensation:** Internships are available year-round. They are available on a part-time or full-time basis. In some cases, a stipend may be available. Transportation and housing are the responsibility of interns.

**Application process:** Applicants should send a cover letter (indicating availability and the location of their desired internship), a resume and references.

Those interested in a Washington, DC internship should fax materials to (202) 225-1968 or send to:

Office of Congresswoman Betty McCollum  
Attn: Washington, DC Internship Coordinator  
165 Western Avenue North, Suite 17  
St. Paul, MN 55102

**For internship application deadlines, please [click here](#) .**

To view a copy of our Internship Job Description, please [click here](#) .